

Review



16 & 17 Vic., Cap 96., Sec. 30.

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# GENERAL REGULATIONS

FOR

## THE GOVERNMENT

OF THE

# COTON HILL INSTITUTION,

## STAFFORD.

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### I.—OBJECT OF THE INSTITUTION.

THAT this Institution shall be for the reception of two classes of Insane Patients, viz :—1st, patients in more or less affluent circumstances who shall contribute, according to the accommodation required, such weekly sum as may be agreed upon; and, 2nd, patients in limited circumstances, though not paupers, who shall be received at such reduced rates of payment as the Committee upon a consideration of their circumstances may in each case determine, the deficiency being made up out of the surplus monies received from the patients of the first class beyond their actual cost, assisted by annual subscriptions, donations, and legacies.

## II.—GOVERNMENT.

That the real estate and funds of the Institution be vested in five Trustees; and whenever, by death or otherwise, the number shall be reduced, the vacancy shall be filled up at the next general meeting.

That the general direction and management of the Institution be vested in the President, Vice-Presidents, and a General Committee qualified and elected as hereinafter mentioned.

That the immediate control of the Institution be under the direction of a resident Medical Superintendent, who shall be responsible to the Committee.

## III.—PRESIDENT AND VICE-PRESIDENTS

That a President and six Vice-Presidents be elected for life, by the General Committee.

## IV.—GOVERNORS AND THEIR PRIVILEGES.

That all annual subscribers of two guineas and upwards, and all donors of twenty guineas and upwards at one payment, be governors of the Institution, and privileged to vote in the election of the General Committee, and be eligible to the same.

## V.—CONSTITUTION OF GENERAL COMMITTEE.

1.—That the President and Vice-Presidents be members of the General and House Committees.

2.—That in consideration of the long connexion which has existed between the voluntary part of the Staffordshire General Lunatic Asylum and the county, and for the purpose of giving this Institution the advantage of their judgment and experience, the visiting justices for the time being of the said Asylum, be *ex-officio* members of the Committee.

3.—That in conformity with the regulations heretofore existing, and in consideration of the sum of £1,000 left by the late Isaac Hawkins Browne, Esq., for the purpose of building insane wards in

connexion with the Staffordshire General Infirmary, but afterwards paid over for the charitable purposes of the Staffordshire General Lunatic Asylum, and recently re-paid by the county to the New Institution at Coton Hill,—three Governors of the said Infirmary, elected by the board of that charity, be members of the Committee.

4.—That in conformity with an agreement entered into with Mrs. Haywood, and in consideration of an estate conveyed by her to the Trustees of the Coton Hill Institution, the incumbent for the time being of Christ Church, Birmingham, be a member of the Committee.

5.—That twelve Governors qualified as aforesaid, be elected at the annual general meeting, to be members of the general Committee.

6.—That for the purpose of securing to all patients the greatest privacy, and avoiding the incautious and unnecessary exposure of their names, or the circumstances attending their cases, every member of the Committee of Visitors shall, previously to acting on his appointment, be required to sign the following declaration.

“I, *A. B.*, do declare that I will discreetly, impartially, and “faithfully execute all the trusts and powers committed unto me, “and that I will keep secret all such matters in respect to the “names and circumstances of the patients as shall come to my “knowledge in the execution of my office, except when required to “divulge the same by legal authority, or so far as I shall feel “myself called upon to do so for the better execution of the duty “imposed upon me.”

## VI.—GENERAL MEETINGS.

1.—That general meetings of the Committee shall be held quarterly, in the months of January, April, July, and October, five members to be a quorum, except for the purpose of adjournment.

2.—That the January Meeting be considered the Annual General Meeting.



3.—That Special General Meetings may be convened by order of the President, or of three members of the Committee.

4.—That the President or a Vice-President shall, when present, take the chair at all meetings, and that in the absence of the President and Vice-Presidents, a Chairman shall be elected from the members then assembled ; and that in every case the Chairman shall have a casting vote in addition to his own vote, as a member of the Committee.

5.—That not less than seven days' notice of every General Meeting be given to each member of the Committee.

6.—That General Committees only, *seven* members at least being present, have the power of ordering the sale of the funded or other property of the Institution, or of directing any expenditure of an extraordinary nature.

7.—That at the Annual General Meeting, five members or more of the General Committee shall be appointed a House Committee, for the three months ending respectively on the 25th of June, the 25th of September, the 25th of December and the 25th of March.

8.—That at the Annual General Meeting, a Treasurer and two Auditors be appointed.

9.—That at the Annual General Meeting, District Stewards be appointed to promote the interests of the Institution generally ; and that their districts and duties be regulated from time to time by the General Committee.

10.—That all rules and regulations for the management of the Institution shall be made by the General Committee, and no new regulation or alteration of any existing regulation shall be valid, unless confirmed at a quarterly or adjourned meeting, such meeting not to be held within fourteen days, and the proposed alteration being inserted in the notice ; and no alteration in the General Regulations shall take effect, until it has received the sanction of one of Her Majesty's principal Secretaries of State.

11.—That the election of the Chaplain, Medical Officers, and Matron, be vested in the General Committee.

12.—That minutes of all meetings, both of General and House Committees, shall be entered in books provided for the purpose, and signed by the Chairman.

## VII.—HOUSE COMMITTEE.

1.—That the House Committee meet once every fortnight, or thereabout, at such time as may be agreed upon; and oftener if need be, for the transaction of business. Two members to be a quorum.

2.—That the duties of the House Committee be as follows:—

- (a) To inquire into and regulate the ordinary expenditure.
- (b) To examine and pass the weekly bills and give cheques for the amount of the same.
- (c) To receive tenders and enter into contracts for the supply of provisions and other necessities.
- (d) To inspect the various books connected with the Institution.
- (e) To receive applications for the admission of patients, and to decide upon the terms upon which, if deemed admissable, they are to be received.
- (f) To inspect every part of the establishment and see every patient (unless special circumstances render this in any case unadvisable), and report in writing their observations thereupon.
- (g) In case of misbehaviour on the part of a superior officer, to summon a meeting of the General Committee to take the same into consideration, and, in the meantime, if need be, to suspend such officer until the next meeting of the General Committee, and appoint another to act during such suspension, and to fill up *pro tempore* any unexpected vacancy.
- (h) To appoint and remove sub-officers and servants.
- (i) To discharge patients.

### VIII.—SUBSCRIBERS' PRIVILEGES AS TO RECOMMENDING PATIENTS.

That for every two guineas subscribed annually, the subscriber be entitled during payment to recommend, subject to the powers reserved to the House Committee, one patient within the year for admission into the second class; and that donors have the same privilege during life, for every twenty guineas.

### IX.—ADMISSION OF PATIENTS.

1.—That the Resident Medical Officer be empowered to admit patients of the first class, and arrange their rate of payment, and also urgent cases on the 2nd class, reporting all admissions to the next meeting of the House Committee; but that, as a general rule, all patients on the 2nd class be received only on the recommendation of a subscriber, and after their cases and circumstances have been duly investigated, and the rate of payment fixed by the House Committee, who shall have full power to decide upon their admission, or non-admission. That whenever a patient is refused admission, the grounds of such refusal shall be entered on the minutes of the Committee, and communicated in writing to the subscriber recommending such patient.

2.—That benefactors and subscribers recommending patients on the 2nd class for admission into the Institution, be required to satisfy themselves by personal enquiry and investigation of the pecuniary circumstances of the patients or their relatives, that they are fit and proper objects for admission into that class and, to fill up and transmit under cover to the Resident Medical Officer, before the next meeting of the Committee, the subjoined form of recommendation.

“I, the undersigned, being a subscriber (or donor) to the Coton Hill  
“Institution, Stafford, beg to recommend A. B., of

“as a fit and proper person for admission, at such reduced rate of payment

“as the Committee may determine upon. From personal inquiry and inves-



"it is desirable that he should not be made chargeable to his parish. I  
further believe that neither A. B., nor his relatives are able to contribute  
more than \_\_\_\_\_ per week, towards his maintenance in the said  
Asylum."

4.—That upon the admission of every patient, one quarter's payment shall in ordinary cases be required in advance; but that in the event of death or removal of the patient previous to the termination of this period, the balance shall be returned.

6.—That in the event of the Asylum being full, a list be kept of all applications for the admission of patients, and that they be received in rotation as vacancies occur, subject to such preference as aforesaid.



I approve of the foregoing Rules for the Government of the  
Coton Hill Institution.

G. C. LEWIS.

WHITEHALL,

*2nd February, 1860.*